

CICO Checklist: Student Name

CICO Start Date: [Click here to enter a date.](#) **CICO End Date:** [Click here to enter a date.](#)

Reason for student becoming a CICO candidate (check one):

- Three or more ODRs
- Teacher recommendation

CICO Preparation

- ODR data review to confirm ODR numbers
- Tier 2 team approves student enrolling in CICO program
- Student information entered in CICO app
- Greeter identified: _____
- Greeter training session scheduled (if necessary)
- Greeter training session held (if necessary)
 - Greeter notified of new CICO candidate and start date
 - Greeter's iPad has ChorePad setup for student
 - CICO PowerPoint shared with Greeter
 - Tier 2 CICO video shared with Greeter
 - Share copies of DPR and Home Report
 - Share copies of School Store cash and explain how to use with student rewards
- Homeroom teacher notified of student entering CICO
- Affected teacher CICO training session scheduled (if necessary)
- Affected teacher CICO training session held (if necessary)
 - Work with homeroom teacher to create scorecard schedule
 - Staff notified of baseline data collection window
 - CICO PowerPoint shared with affected teachers
 - Tier 2 CICO video shared
- Student Daily Progress Report (DPR) template created with "Baseline Data" added to comment box
 - Student Daily Progress Report (DPR) template printed for baseline data period
 - Baseline Daily Progress Report (DPR) shared with affected teachers
- CICO start date set (see above)
- Parent letter created
 - Sample of Home Report included
 - Start date included
 - Parent letter sent
- CICO start date communicated with affected staff
 - Affected teachers
 - Greeter
- CICO conference scheduled with student
- CICO student conference held
 - Start date and reason for beginning CICO shared
 - Introduction to CICO program
 - ODR data shared
 - Daily Progress Report (DPR) shared and explained
 - CICO baseline data shared
 - Home Report shared and explained
 - Rewards inventory completed by student
- Student rewards entered into greeter's ChorePad app based on rewards inventory
- Student Daily Progress Report (DPR) template created with "Baseline Data" removed from comment box
- Student Daily Progress Report (DPR) template printed for 6 weeks of data collection & shared w/ greeter

- Student Home Report template created
- Student Home Report template printed for 6 weeks of home reporting & shared w/ greeter

CICO Ongoing

- Student added to Tier 2 student review list
- CICO Daily Progress Reports (DPR) collected from greeter
- CICO Daily Progress Report (DPR) data entered into SWIS CICO app
- Schedule time for earned rewards (if necessary)
- Student data printed for sharing with Tier 2 team
- Student progress monitored during week 5 to determine CICO status after week 6
- Tier 2 Team decision (choose one):
 - Student approved to begin fading out from CICO program by Tier 2 team (see next section of this checklist)
 - Student begins second round of CICO
 - Student begins to a new Tier 2 intervention due to lack of progress during CICO (continue CICO monitoring):
 - Mentoring
 - SAIG
 - Other: _____

CICO Fade Out

- Student fading out from CICO program communicated to student, staff and parents
 - Communicated with affected staff
 - Communicated with parents
 - Communicated with student
- Student fade out DPR template created
- Student fade out DPR printed to cover 2 week period
- Tier 2 team approves student graduating from CICO
- Student graduating from CICO program communicated to student, staff and parents
 - Communicated with affected staff
 - Communicated with parents
 - Communicated with student
- Student fade out DPR printed to cover 2 week period